

Memorial University School of Social Work
MSW Field Education Manual
Field Practica Requirements & Expectations of Students

Students are required to read all of the components of the *MSW Field Education Manual*, the *CASWE-ACFTS Standards for Accreditation (Guiding Principles; Core Learning Objectives; Field Education)*, the *Student-School MSW Field Practicum Agreement*, and the *MSW Field Practicum forms*.

**These documents are available on the MSW Field Education website
<https://www.mun.ca/socialwork/field/MSWFieldEducation.php>.**

SCWK 6917 Pre- & Co-requisites

Prerequisites: 6012, 6013, 6014, 6313, and 6413.

Pre or co-requisites: 6314 and 6315.

Field Practicum Hours

The MSW field practicum is designed to be completed on a full-time or part-time basis. On a full-time basis, the 500 hours normally are completed over one semester in 13 to 15 weeks (35 to 40 hours per week). On a part-time basis, the 500 hours normally are completed over two semesters in 20 to 32 weeks (minimum 16 hours per week).

Students are required to complete the full 500 hours of the MSW field practicum and are expected to negotiate the scheduling of field hours with their field instructor (and agency mentor). Evening or weekend hours may be expected depending on the field setting and the field activities and learning opportunities. Field hours are to be completed in the field setting or other related settings, as designated by the field instructor (and agency mentor). Field hours are not to be completed at home. **The 500 hours do not include:**

- lunch, coffee, and other breaks;
- sick days, family days, and bereavement leave;
- snow days;
- statutory holidays or annual leave;
- any other absences from the field practicum/field setting;

- work on other SCWK courses, including Pathway, Pathway Scholarship, and Theses.

Students are required to inform their field instructors (and agency mentors) if they will be absent at any time from the field setting. If students are absent from the field setting for four or more days, it is the students' responsibility to inform the MSW Field Education Coordinator.

Confidentiality and Information Sharing

Students, the School of Social Work (i.e., Field Education Coordinators, offsite field instructors, field secretary, Associate Deans), and field settings (i.e., field instructors, agency mentors, agency coordinators) agree to maintain confidentiality of information in accordance with social work values and the *CASW-ACTS Code of Ethics*, the *Access to Information and Protection of Privacy Act (ATIPPA)*, and other applicable privacy legislation. The *Agency-School Affiliation Agreement*, the *Agency-School Information Sharing Agreement*, and the *Student-School MSW Field Practicum Agreement* outline which information is to be kept confidential and which information can be shared between students, the School of Social Work, and field settings.

A cornerstone of professional social work relationships is confidentiality with respect to all matters associated with professional services to clients. Social workers demonstrate respect for the trust and confidence placed in them by clients, communities, and other professionals by protecting the privacy of client information and respecting the client's right to control when or whether this information will be shared with third parties. Social workers only disclose confidential information to other parties (including family members) with the informed consent of clients, clients' legally authorized representatives, or when required by law or court order. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable and imminent harm to a client or others. In all instances, social workers disclose the least amount of confidential information necessary to achieve the desired purpose (*CASW-ACTS Code of Ethics, 2005*).

Academic and Professional Standards

Within the university community, there is a collective responsibility to maintain a high level of

scholarly integrity. Dishonesty has no place in the academic community and academic misbehaviour cannot be condoned or even appear to be condoned. In the course of a graduate degree program, students are expected to learn those principles which constitute proper academic behaviour and are responsible to avoid actions which could be construed as dishonest or improper.

In order to facilitate familiarity with academic and professional standards, it is recommended that, before commencing their field practicum, students familiarize themselves with the:

- *Regulations Governing the Degree of Master of Social Work*
 - <https://www.mun.ca/regoff/calendar/sectionNo=GRAD-0322>
- *MSW Student Handbook*
- *MSW Field Education Manual; Field Practicum Agreements (agencies and students); MSW Field Practicum forms* <https://www.mun.ca/socialwork/field/MSWFieldEducation.php>
- *Student Code of Conduct* <http://www.mun.ca/student/sscm/conduct/>
- *School of Graduate Studies, Academic Misconduct*
 - <https://www.mun.ca/regoff/calendar/sectionNo=GRAD-0029>
- Graduate Students' Union www.gsumun.ca (student legal rights)
- *CASW-ACTS Code of Ethics and Guidelines for Ethical Conduct* www.casw-acts.ca
- *CASWE-ACFTS Standards for Accreditation - Guiding Principles and Core Learning Objectives and Field Education*
<https://www.mun.ca/socialwork/field/MSWFieldEducation.php>

Field Setting Requirements

As early as possible in the planning stages, students are required to complete and provide documentation of any pre-placement screening required by the field setting (i.e., health, immunization, criminal records, vulnerable sector, child welfare) at their own expense. Students are required to fulfill and provide documentation of any field setting pre-placement requirements (i.e., application, oath of confidentiality, online training, orientation). Failure to complete the field setting pre-placement requirements or to submit the required documentation in a timely manner will result in a delay in or cancellation of the MSW field practicum.

Students requiring reasonable accommodation by the field setting for any mental health,

physical, or environmental disabilities, challenges, or conditions, or other personal circumstances, shall disclose to the MSW Field Education Coordinator their need for reasonable accommodation very early in the planning stages. The *Intent to Register in MSW Field Practicum* form includes a section pertaining to personal disclosure, and grants permission to share such information with the field setting. (Refer to *MSW Field Education Manual: Accommodation & Personal Disclosure*.)

Upon the commencement of their practicum, students are responsible for accessing relevant field setting rules, regulations, policies, and procedures. Typically, field settings require that students review this material in advance of any social work practice with individuals, families, groups, or community partners. By signing the *Student-School MSW Field Practicum Agreement*, students acknowledge and agree to abide by the rules, regulations, policies, and procedures of their field setting while participating in their field practicum.

Field Practicum Learning Opportunities

Field instructors (and agency mentors) are responsible for assigning learning opportunities and activities to students. Typically, this occurs in collaboration with students. The assignment of learning opportunities and activities is expected to be grounded in the *MSW Field Learning Contract* and the *CASWE-ACFTS Standards for Accreditation (2014)*.

Students are assigned social work responsibilities only to the degree commensurate with the assessment of the student's level of skill and ability by field instructors (and agency mentors). If students experience their responsibilities as too complex, too simplistic, incongruent with or not reflective of their learning goals, it is crucial that they discuss their concerns with their field instructors (and agency mentors). While students and field instructors (and agency mentors) may agree upon the assignment of responsibilities, the wishes of clients/participants /patients/service recipients are primary. **People have the right to choose whether or not they receive social work services from students.**

Depending on the field setting and the particular MSW field practicum, learning activities may include a variety of components of social work practice:

- administration/supervision;
- collection and review of literature and other resources;
- community development and capacity-building;

- design, delivery, and evaluation of professional and public education and training;
- design and development of tools, resources, and program materials;
- direct/clinical practice;
- health and wellness promotion;
- interprofessional and interagency collaboration;
- needs assessment;
- organizational development;
- policy analysis, development, implementation, and evaluation;
- prevention/intervention; and
- program development, delivery, and evaluation.

Research is a key component of Pathways/Pathways Scholarship/Theses and, as such, is not an acceptable learning activity of MSW field practica.

Grading

A grade of PASS/FAIL is recommended by the field instructor and assigned to SCWK 6917 by the MSW Field Education Coordinator.

A grade of PASS indicates that performance meets or exceeds expectations; a grade of FAIL indicates unsatisfactory performance. A temporary grade of INCOMPLETE indicates a pending final grade.

Grades will be submitted once students complete their MSW field practicum and the following forms have been completed, signed, and submitted to the MSW Field Education Coordinator:

- Intent to Register in MSW Field Practicum (IPT)*
- Student-School MSW Field Practicum Agreement*
 - o <https://www.mun.ca/socialwork/field/MSWFieldEducation.php>
- MSW Field Learning Contract (IPT)*
- Timesheet & Field Instruction Record (IPT)*
- Midterm Evaluation of MSW Student Learning (IPT)*
- Final Evaluation of MSW Student Learning (IPT)*
- Student Evaluation of Field Practicum (IPT).*